

Implementation Steps

1. Form a Team

Most commute options require input from various people or departments at an employer. But for alternative work arrangements, the input is crucial.

2. Decide Overall Objectives

The first step is to establish objectives for the alternative work arrangement.

- Is it intended to promote other commute options like carpooling and vanpooling?
- Is the work site suffering from too many employees arriving and departing at the same time?
- Or are employees simply requesting more flexibility?

3. Pick Strategies

All strategies have defining characteristics that the outreach staff should plan for and address.

- **Coverage**
- **Work Requirement**- the number of hours or amount of work that must be accomplished each day or week.
- **Work Hours**
- **Choice**- the decision on which positions and individual employees will be able to participate, at what level of participation and whether the participation is the choice of the employee or management.
- **Accountability**
- **Days Off**- sometimes, alternate work schedule participant days off are divided, with half taking Monday and half taking Friday, although any variation can be used to meet the needs of employers. However, employers should not feel that days off should be limited to Monday and Friday only.

4. Select Types of Participants

Once the outreach staff understands which strategies will be beneficial and feasible, it is time to start defining which positions are suited for alternative work arrangements and which positions might be eligible. The selection ultimately will help define who gets to participate in what type of program.

5. Develop Policies

Once the objectives are matched with the proper strategies, and the proper strategies with the job descriptions, the outreach staff can work with a team to develop written policies. When developing policies, be sure to cover the characteristics (work requirements, work hours, coverage, etc.) and the specific attributes for each type of strategy, as well as other typical considerations (See below).

6. Examine Other Considerations

- Part-time vs. Full-time Work
- Holidays
- Cross Training and Rotating Participants
- Pilots and Trial Periods
- Allowing for Special Considerations/Hardships

7. Support Carpooling, Transit, Vanpooling, Bicycling & Walking.

Finally, using alternative work arrangement perks as benefits may increase participation. For example, if alternate work schedule participants are required to divide into two groups for days off (most likely Mondays and Fridays); Employees with ridesharing arrangements would get the first choice on which day to take off. For more information, please visit <http://www.scdhec.gov/YouHoldtheKeySC>